



# OPEN POSTING

**Peace River School Division**  
**Learning Together - Success for All**

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**Assistant Superintendent of Education**  
**Location: Grimshaw, Alberta**

The Peace River School Division (PRSD) is seeking a visionary and strategic systems leader to join our senior management team as Assistant Superintendent of Learning Services/Human Resources. Working closely with Directors of Learning Services and Human Resources and the Secretary-Treasurer, this senior-level position will provide broad-based jurisdictional leadership and report directly to the Superintendent of Schools. The successful candidate will play a pivotal role in championing instructional excellence, fostering collaborative leadership, driving system-wide innovation, and supporting best practices in Human Resources to help ensure quality recruitment and retention initiatives and effective evaluation and support processes. Duties will commence on August 1, 2025, or at another mutually agreed upon time. The initial deadline for applications is May 29, 2025, but the position will remain open until a suitable candidate is hired.

**About the PRSD:**

The PRSD is in the North Peace region of northwestern Alberta with the Central Operations office located in Grimshaw, Alberta. The division operates 19 schools across a vast geographical region from Red Earth Creek in the East to Bear Canyon in the West near the B.C. border, and from Nampa in the South to Manning in the North. The diverse educational needs of approximately 3000 students are met through the operation of 13 mainstream schools, 3 colony schools, 2 outreach schools and the Peace Home Learning Connection. The division also offers a Virtual Education Program for Grades 10-12 students as part of its Alternative Education Program. With an annual operating budget of approximately \$53 million, the division employs approximately 550 total staff that includes 200 teachers and 150 educational assistants who provide daily classroom support. The division is currently finishing the first year of a five-year education plan that is committed to the provision of high-quality educational services focused on literacy and numeracy development in an inclusionary culture that is responsive to the diverse needs of all our students.

**The Opportunity:**

As Assistant Superintendent of Education, you will work closely with other management team members to provide seamless leadership support to the Superintendent/CEO to help ensure operational effectiveness and efficiency throughout the organization. In this role, you will also lead the Learning Services Department and drive excellence in student programming and achievement, and lead efforts to ensure education assurance planning, curriculum

implementation, and instructional leadership aligned with the division's strategic priorities as outlined in its new five-year education plan. In addition to providing broad-based oversight for the Learning Services Department, you will also have some key responsibilities within the Human Resources Department and will work closely with the Director of Human Resources to ensure strategic distribution of work within the department. These responsibilities will be established to complement your strengths as the ideal candidate, hence maximizing your system-level leadership impact across the division.

### **Key Responsibilities:**

In addition to working collaboratively with the Secretary-Treasurer to support the Superintendent's operational and governance-related work through timely analyses of data and completion of various reports and other senior leadership tasks, the Assistant Superintendent will have the following key responsibilities in working with the Directors of Learning Services and Human Resources and their teams:

- providing systems-level oversight in operationalizing the division's five-year education plan, and ensuring priorities are effectively implemented across all schools;
- providing direction, oversight and support for all aspects of teaching and learning, including effective implementation of instructional and assessment practices throughout the division to enhance student learning outcomes;
- supporting and empowering school administrators to provide strong instructional leadership in their schools;
- ensuring effective implementation of evidence-based inclusive practices, including a Collaborative Response (CR) approach to responsive teaching;
- supporting the establishment of welcoming, caring, and safe learning environments that respect diversity and foster a sense of belonging;
- supporting initiatives that enhance student learning and promote the health and wellbeing of students and staff;
- establishing and maintaining a positive culture among the Learning Services and Human Resources Team and across Departments within the division;
- facilitating effective resolution to parent/student concerns and Human Resources conflicts;
- developing and managing the Learning Services budget, ensuring fiscal responsibility and strategic resource allocation;
- assisting with various Human Resources functions such as hiring, staff supervision, and evaluation;
- providing direction to employees for Human Resources-related issues;
- conducting investigations and facilitating resolutions for employee-related challenges;
- determining staffing requirements and aligning staffing plans with enrolment trends, budget constraints, and strategic goals;
- coaching, mentoring, and building staff capacity to strengthen instructional and leadership excellence across the division; and
- developing and/or revising the division's Administrative Procedures as required.

## **Qualifications and Experience:**

The successful candidate will:

- hold a Bachelor of Education degree and a master's degree in education or a related field from an accredited university;
- hold or qualify for an Alberta Teaching Certificate;
- hold or qualify for the Leadership Quality Standard (LQS) Certification;
- have at least 5 years of successful and progressively responsible leadership experience in school and/or system leadership positions;
- have successful supervisory and leadership experience in a team-focused environment; and
- have demonstrated expertise in strategic planning, education assurance, curriculum and instruction processes, and human resources processes.

## **Ideal Candidate Attributes/Skills:**

- **Proficiencies in:**
  - building and sustaining strong relationships with diverse stakeholders, including trustees, school leaders, staff, families, and community partners;
  - communicating with clarity, diplomacy, and influence in both written and oral formats;
  - leading instructional excellence and fostering a culture of continuous learning and high student achievement;
  - managing complex change initiatives, navigating resistance, and driving systemic improvements;
  - making sound, data-informed decisions that balance operational needs with student-centered priorities;
  - resolving conflicts and managing crises effectively while maintaining trust and stability;
  - promoting collaboration and distributed leadership within schools and across the division; and
  - ensuring equity, inclusion, and cultural responsiveness in all decision-making and leadership practices.
- **Highly skilled in:**
  - visioning, strategic planning, and aligning division-wide priorities with educational excellence;
  - using technology to enhance operational efficiency, data-driven decision-making, and instructional innovation;
  - analyzing and interpreting multiple data sets to inform administrative procedures, improve student outcomes, and assess organizational effectiveness;
  - supporting school leaders in instructional leadership, professional growth, and system alignment;
  - coaching, mentoring, and developing staff capacity to maximize individual and collective performance;

- managing human, financial, and material resources with integrity, accountability, and long-term sustainability;
- designing and delivering professional learning experiences that drive instructional improvement and leadership growth;
- navigating political and governance structures, ensuring strong relationships with the Board, government agencies, and external partners; and
- leading initiatives to improve student achievement, well-being, and access to high-quality education for all learners, including First Nations, Métis, and Inuit students.

### **Application Process:**

This is a full-time position with a competitive compensation and benefits package that includes Alberta School Employee Benefits Plan (ASEBP) coverage and membership in the Alberta Teachers' Retirement Fund (ATRF) pension. Interested candidates are invited to submit a cover letter, a current curriculum vitae, copies of relevant qualifications and certifications, and the names and telephone numbers of three recent professional referees, to:

Dr. Jeff Thompson, Superintendent of Schools  
 Peace River School Division  
 P.O. Box 380, 4702-51 Street  
 Grimshaw, AB T0H 1W0  
 Phone: (780) 624-3650  
 Email: thompsonj@prsd.ab.ca

**Application Deadline:** All applications received by May 29, 2025 will receive full consideration. The position will remain open and advertised until a suitable candidate is hired, so applications received after the May 29, 2025 deadline may be considered. While we appreciate the expression of interest from all applicants, only those selected for an interview will be contacted.

The successful applicant will be required to provide an up-to-date Criminal Record with Vulnerable Sector Check at the point of hire that meets the Division's guidelines for employment. By applying for this position, applicants consent to the Superintendent or designate contacting previous employers to conduct confidential reference checks, even if those employers are not listed as referees.